

Any exhibits or displays _____

Number & type? _____

Any special requirements? (show type, location, number, and responsibility
for cost and set up.)

Electricity? _____

Water? _____

Signs? _____

Public Address System? _____

Porta-Johns? _____

Picnic Tables? _____

Any special personnel? (show type, location, number and responsibility
for obtaining and cost.)

Law Enforcement? _____

Rescue Squad (First Aid)? _____

Fire Department? _____

Guest(s) of Honor? _____

	Who	How Identified
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Entertainment? _____		
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	Who	When	Location
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Items to be sold? _____			
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	Type	By Whom
--	------	---------

Sales Tax Arrangements _____		
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	Type	By Whom	Prizes
--	------	---------	--------

Judging of items? _____			
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	Type	By Whom	Prizes
--	------	---------	--------

Health Dept. requirements (for food handlers)? _____			
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	Type	By Whom
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Control Point? _____		
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Traffic Flow Control? _____

	Type	Location	By Whom
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Potential Safety Hazards? _____			
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	Type	Location	By Whom
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Registration or Attendance Fees (Circle One)? _____			
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	Amount	By Whom
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Livestock or animals (Circle One)? _____		
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	Type	Number	Location
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Clean Up? _____			
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	When	By Whom
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Please summarize below the planned event and all involved activities:

Signed:_____ Date:_____

Park Manager's Comments:

Park Manager's Signature:_____

Date:_____